Hotel Use Policy

To incorporate into Staff Handbooks.

In line with our commitment to tackle modern slavery wherever it might occur (see <u>Commitment to Tackle Modern Slavery</u>), [X Hotel] and its employees shall strictly comply with all applicable laws and regulations regarding the prevention of modern slavery, including the prevention of the use of its premises for such exploitation.

No employee may:

- use any of the hotel's facilities, resources or equipment (including the hotel premises, computers, networks and restaurants) for the purposes of modern slavery;
- allow the use by any guest of any of the hotel's facilities, resources or equipment (including the hotel premises, computers, networks and restaurants) for the purposes of modern slavery; or
- facilitate any act or related act of modern slavery.

Employees must report all potential cases of modern slavery that come to their awareness in line with the procedures and protocols outlined in the 'Stop Slavery Blueprint' (see <u>Incident Reporting Protocols</u>).

Employees must be trained in order to identify any suspicious activity during the sales, check-in/check-out or guest assistance stages (see <u>Training Powerpoint</u>).